

**Performance Work Statement  
Security Support Services  
December 11, 2014**

1. Introduction

The Department of Energy (DOE), National Nuclear Security Administration (NNSA), Nevada Field Office (NFO) requires Security Support Services in order to enable NFO to accomplish its mission effectively and efficiently. To ensure that this requirement is met, the NFO has established the Office of the Assistant Manager for Safety and Security (AMSS).

2. Background

The NNSA/NFO/AMSS provides security oversight for all facility and operations in support of all missions under NNSA/NFO purview. The NNSA/NFO operates the Nevada National Security Site (NNSS) located approximately 65 miles northwest of Las Vegas, Nevada. The NNSS covers approximately 1,360 square miles (slightly larger than the state of Rhode Island) where the DOE, NNSA, and other U.S. Government agencies conduct various missions that include classified and unclassified experiments, training, exercises, activities, and programs. The main mission areas for NNSA/NFO are Stockpile Stewardship, Nuclear Nonproliferation and Counter Terrorism, National Emergency Response, Radioactive Waste Management, and Work for Others.

The specific areas of security support services for NNSA/NFO are vulnerability assessments, information classification, personnel security, badge office operations, clearance processing, operations security (OPSEC), security awareness, classified matter protection and control (CMPC), visitor control, as well as several related activities as described in this performance work statement (PWS).

3. Scope

This PWS describes the requirements for security support services for the NNSA/NFO. The NNSA/NFO provides oversight over numerous Government owned contractor operated facilities in Nevada. These include the NNSS, the NNSA/ NFO main office located at the Nevada Support Facility (NSF) in North Las Vegas, Nevada, and the Remote Sensing Laboratory at Nellis Air Force Base in Las Vegas, Nevada. NNSA/NFO also has oversight of contractor facilities in Livermore and Santa Barbara, California; Los Alamos, New Mexico; and Andrews Air Force Base, Maryland.

All work performed by the Contractor shall satisfy and comply with the requirements of applicable DOE and NNSA directives, policy documents, regulations, and other direction provided by NNSA/NFO in section 4 below, or their successors, which are referred to as “applicable DOE/NNSA requirements” throughout the PWS.

All duties as described in this PWS shall be performed by personnel with a DOE Q access authorization (security clearance). Furthermore, duties performed under section 5.1 (below) shall be performed by personnel with both a DOE Q access and Human Reliability Program (HRP) certification as outlined in 10 CFR 712. All work as described in this PWS shall be performed at the NSF except the positions located at the NNSS badge office. All reports are detailed in the Reporting Requirements Checklist, Attachment 2.

4. Applicable Documents

The applicable DOE and NNSA directives, policy documents, regulations, and other direction are listed in Attachment 4 and are referred to as “applicable DOE/NNSA requirements.” This list is not all-inclusive; the Contractor shall comply with all other laws, directives, policies, regulations, or other direction which are

specified elsewhere in this PWS or in the Task Order or its attachments or governing contractual documents, or which apply by operation of law, or as otherwise directed by the Contracting Officer. Unclassified directives, policies, regulations, and guides applicable to this Performance Work Statement (PWS) may be found at <http://www.directives.doe.gov>.

## 5. Technical Requirements

The contractor shall perform security support services for the AMSS in the following task areas:

### 5.1. Vulnerability Assessments

The Contractor shall conduct vulnerability assessments (VA's) in accordance with applicable DOE/NNSA requirements. The duties under this section shall be performed by personnel that are trained and experienced in the vulnerability assessment process as well as analysis and modeling. Personnel shall work at the NSF and will be required to travel to the NNSA to observe performance testing as well as other DOE and NNSA sites in support of agency missions, including travel to VA conferences, peer reviews, and coordination with modeling developers in Washington DC. The duties and responsibilities include:

- 5.1.1. Develop, conduct and model threat scenarios and prepare all associated reports generated through facility modeling.
- 5.1.2. Identify, validate and annually update both the Critical Essential Elements (CEEs) and the Security Essential Elements (SEEs) lists, and assist the protective force contractor in development of the associated pass/fail criteria.
- 5.1.3. Ensure new operations or projects are reviewed for the potential of any new CEEs or SEEs that will require notification to the protective force contractor for test plan development, acceptance testing, and possible out-of-cycle update of the performance assurance plan.
- 5.1.4. Develop and brief force-on-force exercise scenarios for key NNSA/NFO facilities.
- 5.1.5. Identify data collection requirements (i.e. response force times) necessary to support analysis.
- 5.1.6. Attend protective force contractor exercises and other related performance testing as necessary to support analyses.
- 5.1.7. Identify and provide vulnerability assessment assumptions as required and/or requested.
- 5.1.8. Organize and lead a Performance Assurance Plan (PAP) committee to meet regularly with the appropriate federal and contractor staff to address open issues, compile information, and review current and future work as it relates to the testing of CEEs and SEEs protecting Category I Special Nuclear Material (SNM) and top secret matter. Plan, schedule and conduct the meetings, develop an agenda, and provide documentation.
- 5.1.9. Proficiently demonstrate and incorporate approved modeling software, including Simajin® and other provided modeling software in the conduct of vulnerability assessments.
- 5.1.10. Coordinate annual renewal of appropriate software including procurement and installation as required to maintain full operability as directed by the Contracting Officer's Representative.
- 5.1.11. Perform risk assessments of Federal and contractor facilities (nuclear and non-nuclear) in support of site missions as directed.

### 5.2. Operations Security (OPSEC)

The Contractor shall develop and maintain an OPSEC program in accordance with applicable DOE/NNSA requirements. The duties and responsibilities include:

- 5.2.1. Develop an annual OPSEC assessment schedule and perform OPSEC assessments in accordance with the approved schedule.

- 5.2.2. Conduct OPSEC reviews and perform other assigned OPSEC functions at facilities under the purview of NNSA/NFO.
- 5.2.3. Conduct OPSEC reviews and perform other assigned OPSEC functions at other DOE and NNSA facilities when specifically funded.
- 5.2.4. Prepare and distribute reports of OPSEC activities identified in 5.2.2 and 5.2.3.
- 5.2.5. Develop, and update when necessary, site-specific threat statements in accordance with applicable DOE and NNSA requirements.
- 5.2.6. Organize, prepare, write, review and update the NNSA/NFO OPSEC site-wide plan, critical information list, OPSEC assessment procedural guide and other non-recurring awareness publications. Contractor shall coordinate the review, comment resolution, and editing of the documents in preparation for formal submission of the final product to the Federal oversight OPSEC Program Manager for approval.
- 5.2.7. Recommend cost-effective countermeasures and inform Federal and contractor employees on sound OPSEC practices.
- 5.2.8. Develop and execute a comprehensive OPSEC awareness program that include briefings that may be integrated into initial, comprehensive or annual briefings; OPSEC awareness media (e.g., articles, posters, videos, specialized briefings, etc.); leading/coordinating the OPSEC committee; and other activities to promote a sound OPSEC culture.
- 5.2.9. Perform assessment duties based on the annual Master Assessment Schedule.

### 5.3. Information Classification Support

The Contractor shall provide support for the NNSA/NFO Classification Officer in the administration of the Classification and Controlled Information Program in accordance with applicable DOE and NNSA requirements. Travel to other locations may be required under the purview of NNSA/NFO. The duties and responsibilities include:

- 5.3.1. Maintain the NNSA/NFO derivative classifier files to include ensuring documentation, training and authority letters.
- 5.3.2. Assist the NNSA/NFO Classification Officer, or if required, represent the NFO Classification Officer in meetings and working groups.
- 5.3.3. Assist the NNSA/NFO Classification Officer in conducting meetings and symposia when assigned.
- 5.3.4. Conduct and report results of surveys, assessments and reviews of the NNSA/NFO and associated contractor classification programs.
- 5.3.5. Assume responsibility for the security of classified documents to include appropriate repository custodian responsibilities.
- 5.3.6. Maintain an account for and access to the Nevada Secure Network (NSN) for the review of classified email and associated material.
- 5.3.7. Provide support for emergency response and/or disposition exercises, training and drills.
- 5.3.8. Perform assessment duties based on the annual Master Assessment Schedule.

### 5.4. Site Safeguards and Security Plan

The Contractor shall prepare the annual site safeguards and security plan in accordance with applicable DOE and NNSA requirements. The duties and responsibilities include:

- 5.4.1. Develop, organize, prepare, write and review the annual Site Security Plan (SSP).
- 5.4.2. Periodically update the SSP during the year to incorporate major changes associated with the Graded Security Protection (GSP) policy.
- 5.4.3. Use Federal and contractor subject matter experts from all applicable security functions to compile the appropriate information.

- 5.4.4. Coordinate the programmatic review, comment resolution, and editing of the SSP.
- 5.4.5. Prepare the final SSP and formally submit to NNSA/NFO by August 30 of each fiscal year.

#### 5.5. Classified Matter Protection and Control (CMPC)

The Contractor shall provide support for the NNSA/NFO Classified Matter Protection and Control Program Manager in the administration of the CMPC program in accordance with applicable DOE and NNSA requirements. Travel to other locations may be required. The duties and responsibilities include:

- 5.5.1. Address and recommend resolutions for CMPC issues and questions from federal and contractor employees.
- 5.5.2. Develop, revise and present CMPC training/briefings for all federal and contractor employees.
- 5.5.3. Provide administrative support to the CMPC program.
- 5.5.4. Provide support in the coordination of CMPC activities and events.
- 5.5.5. Validate and distribute classified mailing addresses.
- 5.5.6. Conduct reviews of draft DOE directives and NNSA policy letters and provide written analysis.
- 5.5.7. Draft NNSA/NFO CMPC directives.
- 5.5.8. Identify and propose strategies to reduce the NNSA/NFO classified footprint.
- 5.5.9. Provide recommended courses of action to resolve issues or deficiencies at NNSA/NFO classified matter control centers.
- 5.5.10. Provide support for emergency response and/or disposition exercises, training and drills.
- 5.5.11. Perform assessment duties based on the annual Master Assessment Schedule.

#### 5.6. Access Control

##### 5.6.1. Pass and Badging

The Contractor shall staff and operate a pass and badging system at two facilities - one office located at the NNSA and the other at the North Las Vegas Facility in accordance with applicable DOE, NNSA and RealID act of 2005 requirements. The North Las Vegas Facility badge office operates Monday through Thursday from 6:30 a.m. to 5:00 p.m., and Friday from 7:00 a.m. to 4:00 p.m. The NNSA badge office operates 4 days per week (Monday through Thursday) from 7:00 a.m. to 5:30 p.m. The badge offices are responsible for processing an average of 2,500 badging actions per month. The duties and responsibilities include:

- 5.6.1.1. Design, prepare, issue and control permanent and temporary NNSA/NFO Local Site Specific Only badges for all federal, contractor employees and visitors.
- 5.6.1.2. Perform USAccess Program registrar, activator and credential inventory tool roles for the Personal Identity Verification (PIV) badge (e.g. Homeland Security Presidential Directive -12) functions to include: verify identity, capture identity information, biometrics, PIV activation, encode site specific information, check in and destroy credentials.
- 5.6.1.3. Perform necessary functions in conjunction with Nevada Field Office local site specific badge changeover when required.
- 5.6.1.4. Process requests for special access levels.
- 5.6.1.5. Maintain and update signature authorization cards,
- 5.6.1.6. Process and prepare special permit requests,
- 5.6.1.7. Obtain biometric fingerprints for federal and contract employees. Input personnel badging information in the applicable badging, security systems.
- 5.6.1.8. Create and revise applicable badge office forms.

#### 5.6.2. Visit Control

The Contractor shall process and coordinate official classified and unclassified visits in accordance with applicable DOE and NNSA requirements. Visitor control is responsible for processing an average of 1,200 actions per month. The duties and responsibilities include:

- 5.6.2.1. Input and update personnel badging information as necessary in the badging and security system.
- 5.6.2.2. Ensure foreign national visitor request packages are complete and distributed.
- 5.6.2.3. Foreign visitor approvals are entered into the DOE Foreign Access Central Tracking System database.
- 5.6.2.4. Processes foreign national visit requests and coordinate badging.
- 5.6.2.5. Coordinate and perform all tasks associated with in-coming classified visits by non-DOE cleared visitors.
- 5.6.2.6. Coordinate and perform all tasks associated with DOE-cleared visitors traveling to non-DOE destinations who require access to another agency's classified matter.

#### 5.6.3. Personnel Security

The Contractor shall operate a consolidated DOE access authorization process consisting of the screening and submission of access authorization data and/or documents for all contractor employees under the purview of NNSA/NFO in accordance with applicable DOE and NNSA requirements and to the DOE Personnel Security Department in Albuquerque, New Mexico. The duties and responsibilities include:

- 5.6.3.1. Review for accuracy and submit access authorization data and/or documents to the DOE Personnel Security Department.
- 5.6.3.2. Submit updates for changes in personal status such as arrests; criminal charges traffic fines that exceed \$300 personal or business-related filing for bankruptcy; garnishment of wages; legal action effected for a name change; change in citizenship; employment by, representation of, or other business-related association with a foreign or foreign-owned interest or foreign national; or hospitalization for a mental illness; treatment for drug abuse; or treatment for alcohol abuse; and data report on spouse/cohabitant
- 5.6.3.3. Submit access authorization notifications, terminations/cancellations, extensions/transfers and reinstatements.
- 5.6.3.4. Process additional access authorization actions as necessary.

#### 5.7. Security Awareness

The Contractor shall develop and maintain a security awareness program in accordance with applicable DOE and NNSA requirements and perform Homeland Security Presidential Directive 12 (HSPD-12) support activities. The duties and responsibilities include:

- 5.7.1. Develop and provide security awareness briefings to federal and contractor employees, including initial, annual, comprehensive, termination and special briefings.
- 5.7.2. Develop and prepare security awareness media to use by federal and contractor employees at all locations under the purview of NNSA/NFO.
- 5.7.3. Execute and distribute security briefing acknowledgement forms to the applicable organization(s).
- 5.7.4. Update security awareness and training records for all federal and direct support contractors.
- 5.7.5. Prepare requisite badging paperwork for all federal and direct support contractors.

- 5.7.6. Prepare and process USAccess Program Sponsorship paperwork for applicable NNSA/NFO direct support contractors.
- 5.7.7. Collect and destroy cards during termination of employment, revocation, loss, or theft.

5.8. Safeguards and Security Information Management System Support

The Contractor shall provide administrative and technical support in the operation and maintenance of the classified database Safeguards and Security Information Management System (SSIMS) in accordance with applicable DOE and NNSA requirements. The duties and responsibilities include:

- 5.8.1. Validate accuracy of the NNSA/NFO's facility data and approval record forms.
- 5.8.2. Perform data entry of security survey/inspection reports and self-assessment reports.
- 5.8.3. Track safeguards and security findings, corrective actions, and validations.
- 5.8.4. Enter monthly reporting of security incident notifications, incident inquiry reports, and incident infractions.
- 5.8.5. Prepare and distribute monthly classified mailing address list.

5.9. Other Security Support

5.9.1. M&O Security webpage

The Contractor shall develop, publish and maintain an Intranet webpage for AMSS and the NNSA/NFO M&O contractor. This webpage will provide a comprehensive set of current security policies, procedures and Employee Concerns Program information for all NNSA/NFO employees.

5.9.2. Safeguards and Security Professional Training Program Support

The contractor shall provide administrative support for the Safeguards Security Professional Training Program (SSPTP) for NNSA/NFO AMSS and their support service contractors. The individual will serve as liaison with the DOE National Training Center (NTC) other training providers.

6. Performance Standards

Performance Objectives	PWS Reference	Minimum Performance Standard
Perform Vulnerability Assessments of site critical facilities and activities and deliver reports defining protective support requirements for site missions.	5.1	1) VA's will be prioritized through coordination with the AMSS designated oversight person.  2) The reports will be of excellent technical writing free of grammatical errors and contain logical reference-based analysis to ensure credibility.  3) The VA reports will be reviewed by the relevant AMSS defined SME's with the final report delivered within 5 days of the prioritized delivery due date.
Perform OPSEC assessments, program reviews and OPSEC awareness functions.	5.2	1) OPSEC reports of activities performed will be of excellent technical writing free of grammatical errors and contain logical reference-based analysis to ensure credibility.  2) Drafts of the required reports will be submitted for AMSS relevant SME review within 3 weeks of activity.  3) Final reports will be submitted for final approval and signature one week after approval of draft.

<p>Edit, coordinate updates and prepare the annual SSP document for delivery to DOE/NNSA headquarters.</p>	<p>5.4</p>	<ol style="list-style-type: none"> <li>1) The contractor will perform the initial draft of the SSP document.</li> <li>2) The contractor will coordinate and ensure SME's from AMSS, Security Support Services Contractor, NSTec and the Protective Force Contractor review their relevant sections of the document and provide updates as necessary to ensure the document is current and relevant to site operations. The document must be of excellent technical writing free of grammatical errors and contain logical reference-based analysis to ensure credibility.</li> <li>3) The contractor will ensure the final document is reviewed by the AMSS assigned oversight person two weeks before submission to DOE/NNSA HQ (September 15 of each year).</li> <li>4) The contractor will obtain approval signatures and submit the document to DOE/NNSA Headquarters.</li> </ol>
<p>Operate the NSO Badge Offices efficiently.</p>	<p>5.6.1</p>	<ol style="list-style-type: none"> <li>1) The badge offices at the NLV and NNSS sites will be operated in a professional manner having work areas free of clutter.</li> <li>2) All personnel who present themselves for badges will be acknowledged within 15 minutes of arrival and served as soon as possible.</li> <li>3) Special Item permits will be issued within 3 days of receipt of approval forms from AMSS. The recipients of the special permits will be contacted by either email or telephone message to advise when their permits are ready for pickup.</li> </ol>
<p>Perform employee clearance processing in an efficient and effective manner</p>	<p>5.7</p>	<ol style="list-style-type: none"> <li>1) The contractor shall operate the site's consolidated clearance processing unit, through submission of clearance paperwork to the NNSA Service Center for all NFO employees, including contractors allowing sufficient time for the process to be completed before clearance expiration.</li> <li>2) Submission of clearance paperwork shall be accurate to ensure acceptance by the NNSA Service Center with the initial submission. Any returns will be subject for review by the AMSS assigned oversight.</li> </ol>
<p>Submit monthly cost, scope and schedule reports as required.</p>	<p>Attachment 2</p>	<ol style="list-style-type: none"> <li>1) The contractor will accurately track all expenditures and assigned mission requirements. This information will be utilized in creation of the monthly cost, scope and schedule report.</li> <li>2) The monthly cost, scope and schedule report will be submitted both in printed and MS PowerPoint formats.</li> <li>3) The PowerPoint will be presented by the contractors representative, usually either the manager or accountant.</li> <li>4) The report will be of excellent technical writing free of grammatical errors and contain logical reference-based analysis to ensure credibility and accuracy.</li> </ol>